



- INTERNAL JOB OPPORTUNITY -
Engineering/Title & Records
Land Technician 2

CLOSES: December 15, 2004

SALARY: \$2,354 - \$2,984 per month Range 39

APPOINTMENT TYPE: Permanent, FT

LOCATION: Olympia, WA

POSITION PROFILE:

- Independently responsible for the maintenance and upkeep of the Land Records repository containing all Department of Natural Resources upland and aquatic land ownership information. Serve as the "title examiner," for the DNR and have direct and independent contact with the internal and external customers (e.g. legislature, governmental and federal agencies, special interest groups, the public and DNR's divisions, sections and regional offices).
- Independently compile state, county and trust ownership reports as requested.
- Research and verify encumbrances when processing applications and/or preparing Record Searches (a.k.a. title reports) for sale, exchange, transfer, rights of way, material sales, and leasing of state land. Research and determine location of, and map encumbrances to show how they affect land managed or acquired by the DNR.
- Research deeds, patents, general land office (GLO) maps, clear lists, surveys and various other legal documents in cases where land ownership is disputed. In addition, investigate historic and legal background of unique land ownership and make resolution recommendations to staff.
- Review and interpret completed deeds, leases, easements, water rights, and purchases, prepared by others and verify that all documentation is accurate. Resolve discrepancies with the creator.
- Calculate acreage using legal descriptions, maps, orthophotos, surveys and other mathematical or engineering type graphic illustrations. Advise professional and technical staff, potential lessees and the public of procedures for processing applications, guidelines for preparing leases, departmental orders, and other legal documents that affect availability of the land managed by DNR.

DESIRABLE QUALIFICATION:

- 2 years experience working in support of state land activities (upland or aquatic) relating to land use, leasing, rights of way, timber sales, or transactions.

WHO MAY APPLY: Permanent DNR employees who are eligible to transfer may apply. You are eligible to apply as a transfer candidate if you are currently a Land Technician 2 or are working at range 39 and meet the minimum qualifications for a Land Technician 2.

APPLICATION PROCESS: Please submit a Washington State Job Application and a letter of interest describing how your qualifications relate to the position to Jamey Taylor at Jamey.taylor@wadnr.gov or to Mailstop: 47030 by 5:00pm on the closing date.